

Position Description

Executive Assistant – Development and Regulatory Services

<i>Directorate</i>	Development & Regulatory Services
<i>Department</i>	Development & Regulatory Services
<i>Job Family</i>	Officer
<i>Reports to</i>	Director Development and Regulatory Services
<i>Direct Reports</i>	Nil
<i>Location</i>	Tom Price, WA
<i>Industrial Instrument</i>	Shire of Ashburton Industrial Agreement 2026
<i>Classification</i>	Level 4

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect	Openness	Teamwork	Leadership	Excellence	Health & Wellbeing
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About the Role

Role Objective / Purpose

Provide high-level executive, governance and administrative support to the Director Development and Regulatory Services and coordinate administrative, reporting and operational activities across the Development and Regulatory Services Directorate. The role serves as the central point of coordination for Directorate administration, reporting, governance and stakeholder engagement activities, ensuring the efficient and effective delivery of Directorate objectives. The Directorate comprises Airport Services, Business and Economic Development, Media and Communications, Planning and Lands, Regulatory Services and Work Health and Safety.



Key Role Outcomes

Provide high-level, effective, efficient and timely executive assistance and coordination support to the Director Development and Regulatory Services and the broader Directorate including, but not limited to:

- Provide confidential executive support to the Director Development and Regulatory Services.
- Coordinate and manage the Director's calendar, meetings, correspondence, travel and operational commitments.
- Prepare, review and distribute professional correspondence, reports, presentations, briefing notes and other Directorate documentation.
- Coordinate the preparation, quality assurance and submission of Directorate reports, Council reports, briefing papers, policies and strategic documents.
- Monitor, track and follow up actions arising from Directorate meetings, Council resolutions, Executive directives and strategic initiatives.
- Act as the central coordination point for information requests, reporting requirements and administrative activities across the Directorate.
- Maintain Directorate records, registers, policies, procedures and document management systems in accordance with legislative and organisational requirements.
- Assist the Director by researching, investigating and coordinating responses to operational, strategic and governance matters.
- Monitor and maintain Directorate financial administration, including purchase orders, invoices, budget monitoring, corporate credit card reconciliations and expenditure tracking.
- Coordinate Directorate reporting calendars and support the preparation of monthly, quarterly and annual reports.
- Organise and coordinate Directorate meetings, workshops, stakeholder consultations and business planning activities.
- Prepare agendas, minutes and action registers and ensure timely distribution and follow-up of actions.
- Support project coordination activities, maintaining project records, documentation and reporting requirements.
- Identify and implement improvements to administrative systems, work practices and business processes.
- Liaise effectively with internal and external stakeholders including government agencies, developers, businesses, contractors, community groups and members of the public.



- Deliver a high level of customer service through professional communication, responsiveness and relationship management.
- Implement and deliver on all priorities as determined by the Director Development and Regulatory Services, including scheduled progress reporting where required.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes, and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Fundamental: Applies Job Safety Analysis, Safe Work Method Statements and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and applicable State and Federal legislation.
Accountability	Advanced: Manages and plans own work but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities, and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.



Judgement and Decision Making

Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the work area or on clients. Applies knowledge from a wide range of rules.

Time Management

Proficient: Prioritises competing demands and establishes effective work practices to achieve multiple deadlines and organisational objectives.

Customer Service

Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the Code of Conduct of the organisation, its values and work with the highest level of integrity.

Financial Management

Intermediate: Monitors expenditure, processes financial transactions and assists with budget management and financial reporting activities.

Leadership

Intermediate: Influences outcomes through collaboration, coordination and professional guidance. Supports organisational initiatives and promotes teamwork across business units.

Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	Intermediate: Analyses diverse issues and identifies practical solutions requiring consideration of multiple factors. Applies sound reasoning within established policies, procedures and legislative frameworks.



Policy or Legislative Interpretation	Intermediate: Applies knowledge of local government legislation, policies and procedures to administrative and governance activities and provides guidance to staff and stakeholders where appropriate.
Conflict Resolution	Advanced: Effectively manages differing viewpoints and resolves routine conflicts through negotiation, communication and collaborative problem-solving.
Communications Skills	Highly Proficient: Produces high quality reports, presentations, correspondence and briefing documents. Demonstrates exceptional written and verbal communication skills with the ability to communicate effectively across all levels of the organisation.
Report Writing	Proficient: Drafts Council reports, briefing papers, submissions, business cases, presentations and complex correspondence with minimal supervision.
Administration Skills	Highly Proficient: Demonstrates advanced knowledge of administration systems, records management and corporate software applications. Establishes and improves systems and processes and assists others in their effective use.
Policy and Procedure Development	Intermediate: Researches and recommends improvements to policies, procedures and work practices that enhance service delivery and organisational effectiveness.
Project Management	Intermediate: Coordinates administrative and reporting aspects of projects, monitors progress, maintains project documentation and supports achievement of project objectives.
Stakeholder Relationship Management	Advanced: Builds productive relationships with internal and external stakeholders and facilitates effective communication to achieve organisational outcomes.



Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Driver's Licence.
- Current National Police Clearance (issued within six months of commencement).

Experience, Skills, Knowledge Required of Role

Essential

- Demonstrated experience in an Executive Assistant, Executive Officer, Governance Officer, Senior Administration or similar role.
- Experience supporting senior leaders and coordinating multiple priorities within a complex environment.
- Highly developed organisational and time management skills.
- Advanced proficiency in Microsoft Office applications including Outlook, Word, Excel, PowerPoint and Teams.
- Demonstrated experience preparing professional reports, agendas, minutes, presentations and correspondence.
- Experience maintaining electronic records management and document control systems.
- Strong interpersonal, stakeholder engagement and customer service skills.
- Demonstrated ability to exercise initiative, discretion and confidentiality.

Desirable

- Experience within Local Government, Government or a regulatory environment.
- Knowledge of local government governance and reporting requirements.
- Experience coordinating Council reports, policy reviews or governance functions.
- Qualification in Business Administration, Management, Governance or a related discipline.



Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

